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21 FEB 1978

MEMORANDUM FOR: Director of Security

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Security Violations Occurring at CIA-  
Funded Contractor Facilities --  
Definition of and Reporting Procedures (U/AIUO)

REFERENCE: Memo dtd 6 Feb 78 to D/Log fm D/Sec, same  
subject (OS 7 5216; OL 8 0546)

25X1A 1. (C) The Security Staff of the Office of Logistics (OL/SS) has reviewed the definition of a security violation and the violation reporting form mentioned in referent memorandum, and agree in principle with both. I understand that based on discussions between [REDACTED] Chief, OL/SS and [REDACTED] Chief, ISB/OS, it has been agreed the wording of the definition and the violation form will be modified when sent to our contractors who are concerned only with Agency classified material at the Confidential, Secret or Top Secret level, since these contractors would be unlikely to understand the terms Collateral and SCI. Approximately 80% of our [REDACTED] contractors are in this category. We intend to send the following definition to contractors in this category:

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"SECURITY VIOLATION: Any breach of security regulations, requirements, procedures or guides by an individual which subjects classified or sensitive material or information to compromise to unauthorized persons, or which places it in jeopardy where a compromise could result, constitutes a reportable security violation. Such a breach includes both acts of omission such as failure to properly secure classified or sensitive material, and acts of commission such as discussion of classified or sensitive information over nonsecure telephone circuits. The information and materials referred

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OS 8 0470

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to in this definition comprise all Agency classified documents, classified materials and classified hardware, and those materials and information which are sensitive because they involve intelligence sources and methods."

2. (U/AIUO) The violation reporting form will be changed to reflect only the classification of the form as Confidential, omitting the terms SCI, Collateral and Secret. The definition and the form as prescribed in the referent memorandum will be sent to our contractors who are involved with Codeword information and materials.

3. (U/AIUO) It is anticipated that notification action regarding the new procedures for handling security violations can be accomplished within 30 days.



James H. McDonald

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Attachment A

**Security Violation.**

Any breach of security regulations, requirements, procedures or guides by an individual which subjects classified or sensitive material or information to compromise to unauthorized persons, or which places it in jeopardy where a compromise could result, constitutes a reportable security violation. Such a breach

includes both acts of omission such as failure to properly secure classified or sensitive material, and acts of commission such as discussion of classified or sensitive information over nonsecure telephone circuits. The information and materials referred to in this definition comprise Collateral classified, SCI classified, and those materials and information which are sensitive because they involve intelligence sources and methods."

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